

DIRECTIVE ON THE EXAM SCHEDULE

BINDING FOR ALL EXAMINATION CANDIDATES IN THE
EXAMINATION SESSION WINTER 2023/24
MONDAY, 22 JANUARY – FRIDAY, 16 FEBRUARY 2024

1 General details

1.1 Legal Basis

- [Ordinance on Course Units and Performance Assessments at ETH Zurich](#)
- [ETHZ Ordinance on Performance Assessments: Implementation stipulations determined by the Rector](#)
- [Ordinance of ETH Zurich on Disciplinary Measures](#)

1.2 Registration / Withdrawal

- In [myStudies](#), check whether you are registered for all desired session examinations. If you want to take a session examination you are **not registered for**, you must register belatedly for it by [e-mail](#) to the Examinations Office until no later than and including **Sunday, 14 January 2024**. (Please enclose a copy of the completed and signed registration form from [myStudies](#); see also the notes on our [website](#)). After this date, a belated registration is no longer possible and any session examination taken without a registration is **invalid**.
- **Check all session examinations for which you are registered in [myStudies](#).** You must deregister actively for all session examinations you do not intend to take.
- You can withdraw your registration without specifying a reason up to seven days before the examination session begins. **The latest possible date to deregister** via [myStudies](#) is one week before the start of the examination session: **Sunday, 14 January 2024, at midnight**.

In general, you have to withdraw from registered examinations in [myStudies](#) (“Functions” → “Examinations” → “Deregister”). **If you cannot deregister through myStudies** (for example, because you have submitted a request for a preponement/distance exam) you must contact the Examinations Office by [e-mail](#) **before** the deregistration deadline expires.

- **From 15 January 2024 onwards, a deregistration will in certain cases only be possible if justified.** (In particular, please also note 4.2 «*Illness, special cases AFTER the deregistration deadline*».)

1.3 Examination Schedule, conducting examinations

Allowed written aids

Written aids as indicated in the examination schedule are binding for all sides. In the case of foreign language exam candidates, the use of a non-subject-specific dictionary is generally allowed (native language – exam language). It is however essential to ask the responsible lecturer resp. the examiner or to contact the Examinations Office, if there remain uncertainties about the aids allowed.

Attention – Unauthorized written aids

All devices that can be used for communication, that are programmable and/or may be used to save data are not allowed during examinations. Such devices like for instance smartphones, smartwatches, etc. must be turned off during the whole duration of the examination and must not be accessible resp. ready to operate. Stow away such devices or do not bring them to the examination at all.

Exceptions to this guideline are only valid if they are explicitly listed in the examination schedule. Carrying along electronic devices such as smartphones, smartwatches, etc. is also not allowed in case of oral examinations and in case of going to the toilet, unless the responsible lecturer explicitly allows it.

The use of unauthorized materials and dishonest behavior can entail disciplinary measures in accordance with the [Disciplinary Code of the ETH Zurich](#).

Attention – Examination papers

Make sure you hand in the **entire examination papers**, particularly in case of written exams. Once you have left the examination hall, **any pages you may have “accidentally” forgotten to give to the invigilator** cannot subsequently be accepted for evaluation. If you do not hand in your examination papers at all, the examination in question will be marked with the grade 1.0 and counts as failed.

Examination dates

The personal examination schedule is binding in any case for all people involved.

In [myStudies](#) you have the possibility to transfer your examination schedule to your personal calendar using the so-called iCalendar file-format. Examination dates that have been transferred in this way are not updated in case of date-changes. After an import of the calendar-data, please also check the daily examination times, because those times are recalculated during an import according to the preferences of your device and might be shown incorrectly.

Please note: **Only your personal examination schedule in [myStudies](#) is binding.** There will be no possibility of an appeal because a missed examination date was not “updated” in your personal calendar.

This is also the case for oral examination dates that had to be shifted within a day due to the **optimization of the examination schedules** (during the week before the exam session) and were subsequently missed. It is therefore strongly recommended that you **check your personal examination schedule at the beginning of the examination session again.**

If unforeseen circumstances (such as a power outage or server breakdown, etc.) prevent a written examination from taking place as planned, it will be aborted or cancelled on short notice. If this happens, the examination can be undertaken on a new date within the same examination session.

Travel

Travelling to and from the exam location is your own responsibility and happens at your own expense. When using public transport, the instructions of the transport company must be followed. Note: **On Saturday mornings, buses do not run as frequently to Hönggerberg** as during the week. Remember to allow enough time for the way there.

Exam location

The [names of the buildings](#) in your examination schedule correspond to those in the course catalogue. If several rooms are scheduled for a written exam, the main examiner will inform you of the exact allocation of candidates. Please plan enough time for your travel and check early on which exam location you are assigned to. From 30 minutes before the start of the exam, you can go to your allocated exam room and take a seat.

Obligatory identification

Always carry your ETH student card with you to prove your identity if requested.

Address changes

Change of address and/or phone number before or during the examination session should be entered online ([eAddresses](#)), in case we need to contact you about any unforeseen changes to the examination schedule. Please also enter your mobile phone number in the field “communication data”.

Examination results

The examination results are posted as soon as possible, but sometimes it will be necessary to await the [grading conference](#) (“Notenkonferenz”) before the results are announced. You will be informed by email as soon as you can access your results in [myStudies](#). The results of Bachelor/Master final transcripts are always sent out by post as well.

1.4 Contact Office

Please address any questions about **deregistering exams, discontinuing, or dropping exams** or general **inquiries about your examination schedule** to the Examinations Office by [e-mail](#) or by phone: **+41 44 632 20 68** (during the exam session: Mon – Fri, 8 a.m. – 5 p.m. and Sat, 8 a.m. – 1 p.m.)

All written correspondence (requests, etc.) should be addressed to:

ETH Zürich
Examinations Office
ETH Zentrum, HG F18
Rämistrasse 101
8092 Zürich

2 Rescheduling oral examination dates / remote

The following only applies for oral examinations (it is not possible to reschedule written exams):

In founded cases, **an oral exam can be rescheduled within the examination session**. In such an event, all the responsible examiners must be contacted in advance and the Examinations Office must be informed in writing. The **appropriate form** can be accessed in [myStudies](#) ('Examination Dates: Session examinations ⇒ 'Rescheduling form'). Please enter your details and submit the form electronically via [e-mail](#).

Please also note that **oral exams can be held online (via video conference) according to the [Implementation stipulations for the Ordinance on Performance Assessments at ETH Zurich](#)**. It is the examiner's responsibility to inform you in good time if oral examinations are being held via video conference, resp. examiners have to give their approval for taking an oral examination remotely.

3 Academic Record / Continuous Performance Assessments

3.1 Academic Record / “no shows”

Generally, all study achievements completed at ETH Zurich are listed either **on your academic record or on the addendum**, including any “no shows” (failed exam attempts).

Only the last attempt of an examination taken as a repetition will be shown. (This means that a repetition may correct an insufficient grade or a “no show” from the first attempt.)

To avoid “no shows”, **please keep to the deadlines when deregistering** for an examination you do not intend to take.

3.2 Continuous Performance Assessments

For some course units the participation in so-called **mandatory continuous performance assessments** is a prerequisite, in order to be able to pass the performance assessment. In this regard please note the corresponding [Directive on Deploying Continuous Performance Assessments in Teaching](#).

ATTENTION:

If you **failed to accomplish such a mandatory continuous performance assessment** and the lecturer has asked you in writing to withdraw your registration for the final performance assessment, you yourself have to deregister **before the end of the deregistration deadline** through [myStudies](#). After expiration of the deregistration deadline, please contact the Examinations Office by [e-mail](#), where a belated deregistration will be considered.

4 Deregistration, illness, discontinuing, special cases

When you take an exam, you must be **in perfect health**. If you take examinations despite the knowledge of a health impairment of a physical or psychological nature, **you consciously accept the risk of failure**. A subsequent annulment of the examination is ruled out.

An annulment is also excluded in the following cases:

- If you take an exam without knowledge of a pre-existing health condition, finish the exam before the end of the regular exam time, and claim a health condition that occurred during the exam. In this case, the examination is considered to have been taken, is scored and remains valid. The only exceptions to this are medical emergencies that require immediate medical treatment. In this case, the medical emergency must be reported immediately to the examination supervisor on site and the Examinations Office must be informed.
- If you start an examination without knowledge of a pre-existing health impairment, complete the examination properly and subsequently claim a health impairment that occurred during the examination. In this case, the examination is considered to have been taken, is scored and retains its validity.

4.1 Illness, special cases BEFORE the deregistration deadline

Withdrawals from examinations **before** the deregistration deadline do not have to be justified and can be done independently in [myStudies](#).

4.2 Illness, special cases AFTER the deregistration deadline

If you fall physically or psychologically ill after the withdrawal deadline or during the examination session or you cannot take (any further) exams for other reasons, **you are obliged to immediately inform the Examinations Office by phone or by [e-mail](#) (Phone: +41 44 632 20 68).**

During the examination session, the Examinations Office can be contacted via phone **between Monday and Friday from 8 a.m. – 5 p.m. as well as on Saturdays from 8 a.m. – 1 p.m.** Outside office hours please leave a message on the answering machine.

Generally, the following applies:

- **Individual (single) exams** will be deregistered.
Proof of the reason for withdrawal does not need to be submitted in the case of individual examinations.
- **Examination blocks** will be interrupted:
Possible exams that were already taken remain valid. Those exams of an examination block that could not be taken (due to illness, etc.), must be taken in the immediately following examination session. **Please note that in order to interrupt examination blocks, appropriate proof must be submitted (by [e-mail](#)) within two working days after contacting the Examinations Office, certifying the reason for not taking the examination(s) (e.g., medical certificate).** Please also note the specifications regarding medical certificates (red box below).
 - **Exams with two dates** (two written parts or one oral and one written part):
If the first part of the examination has already been taken, the second part must be taken in the immediately following session. Proof of absence is also required in this case.

If you **cannot take an exam** you are obliged to **inform the Examinations Office immediately and no later than 1 hour before the starting time of the respective examination** as listed in the examination schedule either by **phone** or by **[e-mail](#)** (phone: +41 44 632 20 68).

If you do not attend an examination **without timely cancellation and in the case of an examination block interruption without sufficient justification**, the examination will be considered as failed and will be marked with the term “no show”. If this examination is part of an examination block, the whole block is considered as failed.

ATTENTION – Medical Certificates:

Due to comprehensibility and legal equality, medical certificates will **not** be accepted if they:

- do not show the period of disability,
- are issued by a person from a closer family circle,
- or are issued retroactively.

Please note that in case of illness you must go to a physician no later than on the day of the first examination in question.

In case multiple medical certificates have to be handed in during the same session examination phase, all of them have to be issued by the same treating physician.

We wish you much success for the examinations.

Rector of ETH Zurich
Prof. Dr. Günther Dissertori